

3-2-3

25X1 Chief [ ]

26 January 1956

Director of Training

Attachment of Junior Officer Trainee [ ]

25X1 1. Effective 17 January 1956 JOT [ ] is attached to the SR Division for an extended, rotational-type training program according to the agreement reached between [ ] and [ ] of the JOTP. This attachment will be for an indefinite period.

25X1 2. [ ] is attached to SR to learn the Headquarters procedures in the various sections and branches of the SR Division and further to be prepared for eventual assignment to an overseas area. It is to be noted that [ ] is interested in the Near East and perhaps would be more suited for eventual assignment to [ ]

25X1 3. It is requested that [ ] be given opportunity to maintain his Russian through seminars or the use of language tapes and if time permits, through some intensive Russian course. The JOT Program will support the Trainee with additional special training which SR may find necessary so that the Trainee may perform his tasks in an adequate manner.

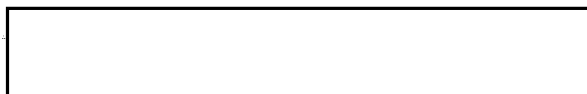
25X1 4. It is requested that the Time and Attendance Clerk of SR keep [ ] time and attendance record during the period of this attachment. Any leave requested by the Trainee must be worked out with the supervisor and final approval will be given by the C/JOTP. Overtime will be reimbursed for only if it has been authorized and approved by the C/JOTP prior to performance.

5. The Trainee is required to furnish the C/JOTP with a report at the end of the first, second, sixth, ninth, and twelfth months of his attachment. The report should cover the type of work he has been doing, the quality of the supervision he has been receiving, and the value of the experience in his development for the proposed future assignment. These reports must go through the supervisor's office prior to acceptance by the C/JOTP. A member of the JOT Program will consult with the supervisor from time to time on the progress and development of the JOT in this training situation.

6. It is requested that the supervisor prepare and send to the C/JOTP an outline of the activities which the Trainee will be pursuing

-2-

with a statement of the benefits to be derived from this type of training. It will be understood by this Office that the program for the JOT will be flexible and may be altered from time to time to meet the operating needs of the IR Division.



MATTHEW BAIRD

OTR/MB:PEB:jw  
25 Jan. 56

Orig & 1 - Addressee  
✓ 1 - DTR  
1 - JOTP  
1 - Official File  
1 - 